



Online Renewals for Food Processing or Food Warehouse Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the Iowa Department of Inspections & Appeals website. The header includes the department name and a navigation bar with links for Iowa State Agencies, Online Services, and Governor/Lt. Governor information. The main content area is titled 'Welcome To USA Food Safety' and contains a 'Log In' box. This box has fields for 'User Name *' and 'Password *', and buttons for 'Log In' and 'New Account'. Below the 'Log In' box are links for 'Forgot Password', 'Forgot your Password? Retrieve it Here!', and 'WiFi Hotspot(s)', 'Find a WiFi Hotspot'. Three callout boxes provide instructions: one for the 'Log In' button, one for the 'New Account' button, and one for the 'Forgot Password' link.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of food license you are renewing or applying for select the correct option. If you are unsure about which food license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☐ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☒ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

Next

Start Over

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. **Please note: All food manufacturing and warehouse operations fall under the DIA Food and Consumer Safety Bureau jurisdiction.**

Create a New User Account:

New User Account

User Information

User Name *

Password *

Verify Password *

Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name *

Middle * ☐ None Available

Last Name * Suffix

Account ID
Not yet assigned

Email *

Phone/Ext * / ☐ Emergency

Cell Phone ☐ Emergency

Fax

Create your own User Name and Password.

The "Home Jurisdiction" is pre-determined by your selection of your business location and license type.

Complete all "Account Information" fields. All fields marked with an asterisk (*) are required fields.

Review the information you have entered for accuracy and select "Save."

Log In Page:

The screenshot shows the 'Log In' page for the 'Welcome To USA Food Safety' system. At the top, a header bar contains 'IOWA STATE AGENCIES' and 'ONLINE SERVICES', with a sub-header 'Kim Reynolds, Governor Adam Gregg, Lt. Governor'. The main content area features a 'Log In' box with fields for 'User Name *' and 'Password *', and buttons for 'Log In' and 'New Account'. Below this box, under 'Other Options:', are links for 'Forgot Password', 'Forgot your Password? Retrieve it Here!', and 'WiFi Hotspot(s)', 'Find a WiFi Hotspot'. A blue callout bubble points to the 'Log In' button with the text: 'Once you have saved your User Account, log in with your credentials.'

Food Business Home Page:

The screenshot shows the 'Facility Portal' page. The top navigation bar includes 'Home', 'Tools', and 'Logout'. The main header area has 'Facility Portal' on the left and 'Add existing business: Business Code' with an 'Add' button on the right. Below this is a search bar labeled 'Filter by Business Name' and a 'Show All' button. A large blue callout bubble contains the following text: 'If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations! If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.'

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the food license renewal application:

IOWA DEPARTMENT OF
INSPECTIONS & APPEALS
FOOD & CONSUMER SAFETY BUREAU

Mail completed application and make check payable to:
Department of Inspections & Appeals
FOOD & CONSUMER SAFETY BUREAU
321 E 12th ST FL 3
Des Moines, IA 50319-0083
Telephone: (515) 281-6538

**RENEWAL APPLICATION FOR FOOD PROCESSING PLANT LICENSE
(INCLUDING FOOD STORAGE FACILITIES)**

Date of Renewal: _____

Has ownership changed since last license issued? ☐ Yes ☐ No

MARK'S FOOD PROCESSING II
321 12th ST
Des Moines, IA 50310

If ownership has changed, give previous owner
business name _____, and
license number: _____ (if known)

LATE PENALTIES APPLY IF LICENSE HAS EXPIRED

License: 155057 Expires: 11/03/2017 Business Code: 3KWQ-KPVJ

The "Business Code" on the renewal must be entered in the space provided on the Iowa Online Food Licensing home screen.

Enter the Business Code from the renewal form here and then select "Add."

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

Once you add a Business Code, the food business will appear as a blue panel on the home screen.


If you are associated with more than one food business, you must enter the Business Code from other businesses and select "Add."


Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

MARK'S FOOD PROCESSING PLANT - 122435 - (0) - 

MARK'S FOOD PROCESSING II - 122462 - (0) - 


Each valid Business Code added will add another food business to the home screen.


Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

MARK'S FOOD PROCESSING PLANT - 122435 - (0) - 

MARK'S FOOD PROCESSING II - 122462 - (0) - 

Reviewing and Updating Business and License Information

Once a user has associated one or more businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links. Below this, the 'Facility Portal' title is displayed. To the right, there is a search bar labeled 'Add existing business: Business Code' with an 'Add' button. Below the search bar, there is a 'Filter by Business Name' input field and a 'Show All' button. A list of businesses is displayed below, with two entries visible: 'MARK'S FOOD PROCESSING PLANT - 122435 - (0) - [edit icon]' and 'MARK'S FOOD PROCESSING II - 122462 - (0) - [edit icon]'. Each entry has a right-pointing chevron icon. Two callout boxes are present: one pointing to the edit icon with the text 'To access the “Business Information” screen, click the paper and pencil icon.', and another pointing to the chevron icon with the text 'To view “License Information” click the “>” icon.'

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

EDIT: MARK'S FOOD PROCESSING PLANT

Business Name:
MARK'S FOOD PROCESSING PLANT

Phone*: 515-669-3266

Cell: 151-566-9326

Email*: mark.speltz@dia.iowa.gov

☐ No Email Available

Mailing Address

☐ International Address

Street Number*:
321

Street Name*:
12th

Street Suffix:
ST

Secondary Unit Type:
▼

Secondary Unit Number:

Zip*:
50319

State*:
IA ▼

County*:
Polk ▼

City*:
Des Moines

Physical Address

☐ International Address

Street Number*:
321

Street Name*:
12th

Street Suffix:
ST ▼

Secondary Unit Type:
▼

Secondary Unit Number:

Zip*:
50319

State*:
IA ▼

County*:
Polk ▼

City*:
Des Moines

Review and update the information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

Facility Data			
Emergency Contacts			
Contact's Name	Address	Relationship	Cell Phone
BEAR, TED	321 12th ST Des Moines, IA 50319 Mark.speltz@dia.iowa.gov	Owner/Responsible Party	515-669-3266
SPELTZ, MARK R	E 321 E 12th ST ST Des Moines, IA 50319 515-669-3266 mark.speltz@dia.iowa.gov	Corporate	515-669-3266
Add New Contact			
Attachments			
File Name	Description	Delete	
Add New Attachment			
Save Changes			

Select "Add New Contact" to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close.

Ensure you select "Save Changes" if changes have been made to the Business Information.

Select "Add New Attachment" to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents, or other necessary information about the food business.

License Information:

When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

MARK'S FOOD PROCESSING PLANT - 122435 - (1) - [icon]						
Add To Cart	License Number	Program Type	Name	Expire Date	Status	
+ [checkbox]	155011	Food Processing Plant	-	10/5/2017 (0 days)	Active	

MARK'S FOOD PROCESSING II - 122462 - (0) - [icon]

To access detailed license information, click the “+” icon. Each “+” icon contains unique detailed license information for each license.

Detailed License Information: The information displayed for each license will differ based on the license type.

MARK'S FOOD PROCESSING PLANT - 122435 - (1) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
	155011	Food Processing Plant	-	10/5/2017 (0 days)	Active

Business Program Reference Data

License Type: Food Processing Plant/Warehouse
This facility is a (select one or both for finished goods you produce or store):

Food Manufacturing Facility (select all that apply) *

- ☐ Acidified Foods
- ☐ Low-Acid Canned Foods
- ☐ Juice
- ☐ Fish and Fishery Products
- ☒ Ice Manufacturing
- ☒ Bottled Water
- ☐ Rabbit and Other Non-Amenable Meat Species not Subject to USDA or IDALS Regulatory/Voluntary Inspect
- ☐ Infant Formulas
- ☐ Egg Products
- ☐ Other Food Products (good Manufacturing Practices Covered Products)
- ☐ Dietary Supplements
- ☐ Other

If other, please specify:

Food Storage Facility/Warehouse (select all that apply) *

- ☒ Dry Storage
- ☐ Refrigerated Storage
- ☐ Frozen Storage
- ☐ Repackaging/Relabeling
- ☐ Storage of fish or fishery products
- ☐ Other

If other, please specify:

Callout Box: All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. These areas must be completed by the user before a license can be renewed using the online renewal system.

Detailed License Information (continued):

Enter Reference Data

☐ Vitamins, Minerals, Proteins, and Unconventional Dietary Specialties for Human and Animals

DESCRIPTION OF BUSINESS & PRODUCTS YOU PLAN TO MANUFACTURE/STORE/DISTRIBUTE:

Please provide a brief description regarding the scope of your business and the types of foods you plan to manufacture/store/distribute. Please use this space to provide any additional information about your business such as a brief description of the process(es) used (please attach description if additional space is needed). *

We bottle and distribute drinking water.

Anticipated number of employees/volunteers, including owner: *

20

Save Reference Data

Attachments

File Name	Description	Delete
Add New Attachment		

Gross Sales

Please enter the Gross Sales amount. 49000

Paying for Processing License

Once a user has successfully updated Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. A shopping cart icon is in the top right. Below the header, there's a search bar labeled 'Filter by Business Name' and a 'Show All' button. A section titled 'Add New Business' contains two expandable license lists.

MARK'S FOOD PROCESSING II - 122462 - (1) - [icon]

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input checked="" type="checkbox"/>	155057	Food Processing Plant	-	4/30/2018 (21 days)	Active

MARK'S FOOD PROCESSING PLANT - 122435 - (0) - [icon]

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	155011	Food Processing Plant	-	4/30/2018 (21 days)	Submitted

Callout 1: Select the "+" icon to provide proof of gross sales information for each license.

Callout 2: A license is available for renewal 60 days **prior to** expiration, as well as up to 60 days **after** expiration. Late fees apply to expired licenses.

Once you have selected the “+” icon, scroll to the bottom of the expanded view and find the area labeled “Attachments.”

Attachments		
File Name	Description	Delete
Add New Attachment		
Gross Sales		
Please enter the Gross Sales amount. 0		

Select “Add New Attachment” to upload the proof of gross sales for this license. Once selected, a window will pop up on the screen that will allow you to select a document from your computer to upload. Acceptable documentation for proof-of-sales includes: quarterly sales tax returns, a statement from a CPA, or a page from an income tax statement showing gross food and beverage sales. Proof of gross sales will be reviewed before a license is issued.

NOTE: If proof of sales is not attached and if the gross sales amount is not entered into the field provided, the maximum fee level for the license will be due upon check out.

Enter the applicable gross food and beverage sales amount for this license in the space provided. This amount must match the proof-of-sales documentation that is attached in the attachment section. **Note:** If this location does not have traditional sales, the amount entered is determined by the value of the food and beverage products that move through this location annually.

Once the proof-of-gross-sales has been attached and the gross sales amount has been entered into the space provided, the license may be added to the shopping cart.

The screenshot displays the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. A search bar labeled 'Filter by Business Name' is present. A modal dialog box is open, titled 'From iowabeta.usasafeinspect.com', with instructions: 'To renew, please enter gross sales in the space provided and attach proof of the gross sales reported on this program.' It includes options to 'Select Cancel to update information before renewing.' and 'Select OK to place the selected license in the shopping cart.', with 'OK' and 'Cancel' buttons. Below the dialog, a table lists licenses. The first license, 'MARK'S FOOD PROCESSING II', has a license number '155057', program type 'Food Processing', and an expiration date of '4/30/2018 (21 days)'. The 'Add To Cart' column for this license shows a plus sign and a checked checkbox. A callout points to this checkbox, stating: 'Select the "Add To Cart" box to place this license in the shopping cart.' Another callout points to the modal dialog, stating: 'This is a reminder to enter proof of sales and attach documentation. Selecting "Cancel" will allow you to attach and enter this information. Selecting "OK" will place this license in the shopping cart.' In the top right corner, there is a shopping cart icon and a section for 'Add existing business: Business Code' with an 'Add' button. A callout points to the shopping cart icon, stating: 'To view the contents of the shopping cart, select the shopping cart icon.'

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input checked="" type="checkbox"/>	155057	Food Processing	-	4/30/2018 (21 days)	Active

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

The screenshot displays the Iowa DIA online renewal system's shopping cart interface. On the left, a table lists items added to the cart. On the right, a summary panel shows the total cost and checkout options. Callout boxes provide additional instructions and details.

Shopping Cart Table:

	Add To Cart	License Number	Program Type	Name
+	<input type="checkbox"/>	170938	Farmer's Market	-
+	<input type="checkbox"/>	170940	Home Bakery	-

Shopping Cart Summary Panel:

CART

Renewal - 179781 - P - \$500.00 Annual Sales of \$2,000,000 or more
Base Cost: \$500.00

Total \$500.00

There will be a \$1 bank fee added at checkout.

* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).

* A 2.5% transaction fee will be added at checkout for credit and debit card payments.

Checkout

Callout Boxes:

- Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 179781). Payment details are also provided in the cart. Late payments will have penalty fees included.
- A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting Checkout will redirect the user to the Iowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in a “Submitted” status. If the license you selected is not in a Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as “Active.”

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

Add New Business

MARK'S FOOD PROCESSING II - 122462 - (1) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
	<input checked="" type="checkbox"/>	155057	Food Processing Plant	-	4/30/2018 (21 days)	Active

MARK'S FOOD PROCESSING PLANT - 122435 - (0) - [icon]						
	Add To Cart	License Number	Program Type	Name	Expire Date	Status
	<input type="checkbox"/>	155011	Food Processing Plant	-	4/30/2018 (21 days)	Submitted

Licenses that are in a “Submitted” status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to “Active.” Please log into the Iowa Online Food Licensing system periodically to view the status.